

## Statement of participation

# varshitha

has completed the free course including any mandatory tests for:

### Data analysis: visualisations in Excel 2024-25

This free 6-hour course explored the functionalities of Microsoft Excel.

**Issue date:** 26 November 2024



[www.open.edu/openlearn](https://www.open.edu/openlearn)

This statement does not imply the award of credit points nor the conferment of a University Qualification.  
This statement confirms that this free course and all mandatory tests were passed by the learner.

Please go to the course on OpenLearn for full details:

<https://www.open.edu/openlearn/science-maths-technology/data-analysis-visualisations-excel-2024-25/content-section-0>

COURSE CODE: **B126\_1**

## Data analysis: visualisations in Excel 2024-25

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### Course summary

Evidence comes in the form of qualitative or quantitative data about the world around you. It is not always obvious, however, how to structure, aggregate, analyse or interpret the data to help you make decisions. In this free course, you will look at how to use data to make decisions in a systematic way using Microsoft Excel. Microsoft Excel is a spreadsheet software that you will most likely encounter numerous times either in a professional context or outside the workplace. In this course you will explore its functions, which will enable you to analyse data and explore relationships between variables. You will learn to summarise, describe and visualise both univariate and bivariate data in tabular and graphical form.

### Learning outcomes

By completing this course, the learner should be able to:

- explore the functionalities of Excel that are used for problem solving in a business context
- demonstrate the numeracy skills required for gathering and organising data for decision making related to a specific problem
- use graphical techniques (histograms and scatter diagrams) to provide a visual summary of available data
- recognise data presentation and communication techniques used in a range of traditional and electronic media
- describe the relationship between two variables (independent and dependent variables).

### Completed study

The learner has completed the following:

#### Section 1

Excel spreadsheets

#### Section 2

Univariate data visualisation

#### Section 3

Bivariate data